

Retention and Classification Report

Agency: Wasatch County School District (Utah) (1270)

101 East 200 North
Heber City, UT 84032
435-654-0280

Records Officer Keith Johansen

01815 *Administrative records
11855 *School census cards
11853 *School registers
11854 *Trustees' account record

AGENCY: Wasatch County School District (Utah)

SERIES: 1815

3

TITLE: Administrative records

DATES: 1917-1963.

ARRANGEMENT: Alphanumerical

DESCRIPTION:

RETENTION:

Retain Permanent. In Archives custody.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

AGENCY: Wasatch County School District (Utah)

SERIES: 11855

3

TITLE: School census cards

DATES: 1948-1968.

ARRANGEMENT: Chronological

DESCRIPTION:

Lists name of parent or guardian, each child in school, and their age, sex, grade, attendance, etc.

RETENTION:

Retain until administrative need ends.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

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Paper: Retain in State Archives permanently with authority to weed.

PRIMARY CLASSIFICATION:

Private

AGENCY: Wasatch County School District (Utah)

SERIES: 11853

3

TITLE: School registers

DATES: 1890-1963.

ARRANGEMENT: chronological

DESCRIPTION:

Attendance and performance registers on elementary students. Gives dates, teacher, school, pupil name, age, color (race), Mormon/non-Mormon (pre-statehood), attendance, and scholarship record. Later records (approximately post 1937) become strictly attendance registers with student's name, birth date, age, parent, and address listed.

RETENTION AND DISPOSITION AUTHORIZATION:

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FORMAT MANAGEMENT:

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APPRAISAL:

Historical

This disposition is based on limited records documenting student's presence in a school. Records would have only temporary administrative significance if student transcripts were available for the period.

PRIMARY CLASSIFICATION:

Private

AGENCY: Wasatch County School District (Utah)

SERIES: 11854

3

TITLE: Trustees' account record

DATES: 1901-1913.

ARRANGEMENT: Chronological

DESCRIPTION:

Shows receipts and disbursements for each school year. Records date, source, and amount of receipts and number date, amount, to whom issued, purposes (in various columns including salaries, books, repairs, etc.), and remarks.

RETENTION:

Retain permanently.

DISPOSITION:

Transfer to the State Archives with authority to weed.

RETENTION AND DISPOSITION AUTHORIZATION:

These records are in Archives' permanent custody.

FORMAT MANAGEMENT:

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

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APPRAISAL:

Historical

These historical records document the history and functions of the school district and the history of education in Wasatch County and Utah.

AGENCY: Wasatch County School District (Utah)

SERIES: 11854

TITLE: Trustees' account record

(continued)

PRIMARY CLASSIFICATION:

Public